# Catoctin Creek Building Rental Rules and Procedures (3/4/2011)

#### Alcohol

- Alcohol is prohibited at Catoctin Creek Park.
- Alcohol use will result in a possible citation and loss of security deposit.

#### **Animals**

- No pets are allowed in the building.
- A special request form must be completed and approved if animals other than guide animals are to be in the building.

# **Capacity - Standing**

- The standing capacity of the entire building is 340 by authority of the Frederick County Fire Marshall.
- The standing capacity of Program Room One is 93 by authority of the Frederick County Fire Marshall.
- The standing capacity of Program Room Two is 68 by authority of the Frederick County Fire Marshall.

## **Catering**

• Caterer's equipment cannot be delivered before the day of the rental. It must be promptly removed at the conclusion of the rental.

#### Chairs/Tables

Renters may use/request tables and chairs upon Special Request. Please do not drag the tables and chairs.

- Sixteen 8-foot rectangular tables
- 135 black folding chairs

#### Children

• Children are to be supervised at all times by an adult.

### Cleaning

- Cleanup must be completed by the rental end time as stated on your rental application.
- Follow cleaning procedures posted inside janitor closet.
- Cleaning and paper supplies will be provided by the onsite Parks and Recreation staff.
- Any Discovery Room supplies used by participants must be returned to their proper locations prior to leaving.
- Failure to leave building in good condition may result in loss of your security deposit.

## **Closing the Building**

Follow procedures posted near the door of each Program Room.

#### **Decorations**

• Do not tape, thumbtack, nail, or staple decorations to the walls.

# **Emergencies**

• In case of emergencies please inform the onsite Parks and Recreation staff.

#### Fires/Grills

- In case of fire alarm, immediately evacuate building.
- Make sure you know where the fire extinguishers are located.
- Use of grills or other cooking devices on the patio is prohibited.
- No open flames allowed in building, including candles.

#### **Green Roof**

• Access to the Green Roof is permitted by the Park Naturalist or their designee.

## Hours

• The building may only be rented after normal operating hours (after 5 pm in the winter and after 6 pm for spring thru fall) and only until 11 pm except by Special Request. Requests for facility rental during normal operating hours may only be reserved within 30 days of the requested date. Please allow ample time for cleanup so that you and your party can be out of the building by the time stated on your rental application. Failure to comply by these hours may result in the loss of your security deposit.

### Kitchen

- The Kitchen can only be used for refrigeration and washing of personal food utensils. Use of the oven is strictly prohibited. No cooking is to take place food can only be reheated in microwave oven which is located in the Kitchen area.
  - Please check on your application if you intend to have access to the Kitchen.

#### **Lost and Found**

• The Division is not responsible for any personal property left in the building or on the park grounds. You may call 301-600-2050 to inquire about lost items.

#### Music/Noise

- Sound volume must be kept to a level so as not to create a nuisance.
- A special request form must be completed and approved if amplified music is to be used during the rental.

### **Parking**

- Overflow parking space is available on the upper meadow with your rental, but only by special request.
- Violators of parking restrictions are subject to citations and or towing.
- There are 37 regular and 2 handicap paved parking spots available in the main lot.

#### Patio

- All patio reservations require a reservation of the interior space at the nature center.
- Any tables for use on the patio are the responsibility of the renter to provide.

# **Refund Policy**

• Requests for refunds must be received by the Division of Parks and Recreation at least 10 business days before the reservation date. A minimal \$4 process fee will be charged for each refund. Please allow at least 3 weeks for refunds to be processed. There can be no refunds of a reservation if a transfer has been made.

## **Smoking**

• Smoking is not permitted in the building.

# **Special Request Forms**

• Special request forms can be downloaded from the internet at <a href="www.Recreater.com">www.Recreater.com</a> (click on parks facilities tab) or sent to you by calling the Reservationist at 301-600-1646. This form is used to request permission for the use of amplified music, use of tables, chairs, etc. Please call the Reservationist if you are unsure if a special request form is required.

## **Transfer of Reservation to another Date**

• Requests to transfer the reservation to another date must be made at least 5 business days before the original reservation date. A \$10 processing fee will be charged. No change in the reservation date will be made until the Reservationist receives the \$10 processing fee. There can be no refunds of a reservation once a transfer has been made.